

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Interagency Climate Chg. TskF				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 6, Element 1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 01/04/2012 To 10/15/2012					
Comments: The purpose of this action is to initiate Work Assignment 2-11. This work assignment continues the work not completed on Work Assignment 1-11.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
11/19/2009 To 11/18/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Catherine Allen							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-566-1039			
							FAX Number:			
Project Officer Name Cathy Turner							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0951			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Jami Rodgers							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-4781			
							FAX Number:			

Work Assignment SOW

Title: Interagency Climate Change Adaptation Task Force: Flexible Framework Report

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-11

Estimated Period of Performance: Date of issuance until October 15, 2012

Estimated Level of Effort: 451 Hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Catherine Allen
Office of Policy (1806T)
202/566-1039
202/501-1688 (fax)

Contract Level COR:

Cathy Turner
Office of Policy (1805T)
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Background and Purpose:

The Council on Environmental Quality (CEQ), in conjunction with the White House Office of Science and Technology Policy (OSTP) and the National Oceanic and Atmospheric Administration (NOAA), administers the Interagency Climate Change Adaptation Task Force, an interagency body comprising senior leadership from over 23 federal departments, agencies and offices. When President Obama signed the Executive Order focused on Federal Leadership in Environmental, Energy, and Economic Performance in October 2009, he called on the Task Force to report to him within one year on what Federal agencies are doing to support a national climate change adaptation strategy, and what more the Federal Government should be doing.

The Task Force formed workgroups to consider the capabilities of the Federal government to respond to the impacts of climate change on various critical sectors, institutions, and agency mission responsibilities. These workgroups are focused on topics including water resources, science inputs to adaptation policy, agency adaptation planning, insurance, international resilience, public health, urban areas, and communications. Building upon the outputs of the workgroups, the Task Force will submit a report to the President in October 2010. Additionally, the work of the Task

Force, and the Federal government approach to adaptation, will continue to evolve to better integrate activities, ensure coordination and collaboration, and harness the full capabilities of government.

The Agency Adaptation Planning Workgroup of the Task Force is co-chaired by EPA and is producing the “Flexible Framework” report for adaptation planning for federal agencies. The Flexible Framework will be useful to planners at other levels of government as well. Additionally, other workgroups of the Task Force are producing reports that may be released to the public.

This statement of work is for publishing services to support the Task Force.

The purpose of this WA is to publish certain key workgroup documents in print and/or online. The objective is a clear, well-informed, and widely-available document detailing a flexible framework for climate adaptation by federal agencies.

This work assignment continues work performed under Work Assignment #0-11 and 1-11 of this contract. Under previous work assignments, the contractor participated in a kick-off call with the COR, the contractor prepared a draft workplan, and the contractor reviewed the draft flexible framework. The contractor shall not duplicate work performed under Work Assignment #0-11 and 1-11 of this contract.

[Summary of Work Completed: The Agency Adaptation Planning Workgroup, co-chaired by EPA, produced the “Flexible Framework” report for adaptation planning for federal agencies. The Working Group also provided CEQ with written recommendations for *Implementing Instructions* and *Support Document* that details adaptation planning requirements for Federal Agencies. The *Support Document* and the FedCenter.gov climate change adaptation program area replaced the CEQ and Agency Adaptation Working Group plans to issue a separate guidance document on the Flexible Framework, as first envisioned under this Work Assignment. Instead, this contract Work Assignment supported the development of the recommendations to CEQ for the *Implementing Instructions* by developing the graphical framework that links the *Instructions* requirements, the Flexible Framework, and the Tasks Force guiding principles into one cohesive structure. This contract Work Assignment also developed the web page on FedCenter.gov that provides information for use of the Flexible Framework by agencies in adaptation planning. The web page was designed to be further augmented into an interactive tool if that is the direction CEQ and the interagency process decides to take in the future. Finally this contract Work Assignment has been used to begin to develop portions of the logistical framework for sharing additional information needed by agencies using the steps of the Flexible Framework, specifically through webinars and/or written analysis of agency submissions. For example, the vulnerability analysis is the third step of the Flexible Framework and plans are for the contractor to provide analysis on these submissions. While planning for these two tasks has begun with the contractor, neither has been executed as agencies only submitted information on the vulnerability analysis on September 30 and CEQ must

transmit appropriately annotated information to EPA to begin. In addition, the latest report to the President from the Task Force was finalized at the end of October.]

Quality Assurance (QA) Requirements

Check [☐] Yes or [X] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan – Completed

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables and schedule under Task 1

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.**

Task 2 - Prepare the Interagency Working Group on Agency Adaptation

recommendations for publication (SOW Ref. Element 1, Page 1-6)

Using draft document prepared by the CEQ and the Interagency Working Group, which will be approximately 20 – 80 pages in length, the contractor shall copyedit the document, make recommendations on text changes to ensure that the document is in “plain English” and accessible to non-specialists, professionally format the document, and prepare for publication. The WA COR will provide the recommendations document to the contractor early January, 2011. (Information: The governments deadline for the final report is January 21, 2011.)

Deliverables and schedule under Task 2

- 2a. The contractor shall submit the revised draft document to the WA COR for review by the CEQ within 4 days of receipt of the draft.**
- 2b. The contractor shall be prepared to make up to 3 revisions to the draft document and the WA COR will issue Technical Direction (TD) when the draft document is final.**
- 2c. The contractor shall prepare a “camera-ready” version of the Flexible Framework document for publication within 3 days of receipt of final edits from the WA COR on the draft.**

[Work that Was Completed: Contractor completed graphic for use in the *Support Document* published by CEQ in March 2011. The *Support Document* replaced plans for a separate guidance on the Flexible Framework and the CEQ process evolved in way that professional formatting and editing was not required from the contractor. Contractor review revisions to this document were not required.]

Task 3 - Create an online tool based upon the Flexible Framework (SOW Ref. Element 1, Page 1-6)

As directed by the WA COR the Contractor shall work with COR and the Interagency Working Group on Agency Adaptation Planning to turn the Flexible Framework into an online tool to be used primarily by Federal agencies but also available to assist entities at other levels of government with adaptation planning. The online tool should be interactive, efficient and easy to use by Federal agencies in partnership with the public, and able to be updated as needed through the Contractor or another entity at a later date. (Information: The government deadline for this tool to be ready to be uploaded is around February 1, 2011.)

Deliverables and schedule under Task 3

- 3a. Develop conceptual web tool and framework that is user friendly and based on the flexible framework within 8 days of issuance of this Work Assignment.**

- 3.b. Revise flexible framework draft to focus on audience of federal agency planners, to highlight key questions for planners, and to have plain English user friendly approach within 10 days of issuance of this work assignment.**
- 3.c. Using input from the COR and from the contractor, recommend key links or documents for each of the six steps of the tool within 21 days of issuance of this work assignment.**
- 3.d. Have mock-up of web site with revised text and proposed linkages by January 10, 2011. Contractor should plan on up to 3 sets of revisions to this draft.**
- 3.e. Final version of web tool, compliant with all relevant EPA and federal web design standards, prepared to be uploaded to web by February 1, 2011.**

[Work completed: The contractor prepared an on-line platform based on the Flexible Framework. Contractor designed platform to enable Federal government to augment into a web-based planning tool. Contractor revised to reflect final version of *Implementing Instructions and Support Document* that were published by CEQ. Information was used by CEQ to support interagency process and provide public information on the FedCenter.gov web page in the form of a climate change adaptation program area. Interagency work has evolved so that further augmentation to create an interactive on-line tool will not be pursued.]

Task 4 - Prepare workgroup reports for publication (SOW Ref. Element 1, Page 1-6)

Upon receipt of a draft CEQ workgroup report from the WA COR, the Contractor shall copyedit the document, make recommendations on text changes to ensure that the document is in "plain English" and accessible to non-specialists, professionally format the document, and prepare for publication.

Deliverables and schedule under Task 4

- 4a. The contractor shall submit the revised draft document to the WA COR for CEQ review within 14 days of receipt of the original draft.**
- 4b. The contractor shall prepare a "camera-ready" version for publication within 7 days of receipt of CEQ edits on the draft from the WA COR.**

[Work Completed: Contractor was not asked to complete work under this element.]

Task 5 - Quick turnaround tasks (SOW Ref. Element 1, Page 1-6)

In support of this work assignment, the Contractor shall complete quick turnaround tasks as needed. This may include but is not limited to reviewing, formatting, and preparing for publication other documents or reports by the Task Force or its workgroups. The WA COR will provide up to 5 requests for quick turnaround tasks in written technical direction.

Deliverables and schedule under Task 5

- 5. Quick turnaround tasks shall be completed within 7 days of receipt of WA COR written technical direction or as otherwise agreed to with the COR.**

[Work Completed: Contractor has worked with COR to prepare for portions of the framework to further inform interagency process on adaptation planning – specifically through a component of webinars and through preparation of turn-around review of agency submissions to CEQ and the interagency working group.]